

Rinn Law Library

INTERLIBRARY LOAN (ILL)

Frequently Asked Questions (FAQs)

Hours: Monday – Friday from 9am – 3pm

Website: <http://law.depaul.edu/library/research/interlibrary-loan/Pages/default.aspx>

Phone: (312) 362-5123

Email: rinnill@depaul.edu

How do I create an account?

I-Share: <https://vufind.carli.illinois.edu/vf-dpu/MyResearch/Home>

Instructions:

1. Enter the I-Share URL listed above into your browser.
2. Select “Create New Account”.
3. Fill out the form completely and click the submit button. (Note: The Borrow ID is the 14-digit barcode number on the back of your ID card that begins with 20511).
4. Click Login on the right hand side of the page.
5. Select Preferences from the right hand side of the page.
6. Make sure that DePaul University is selected as the preferred pick-up library.
7. Select the preferred pick-up location for your items.
(Note: LPC Circulation is the default location).

College of Law ILLiad:

<https://login.ezproxy.depaul.edu/login?qurl=https%3a%2f%2fdepaulib.illiad.oclc.org%2filliad%2fIBC%2filliad.dll>

Instructions:

1. Enter the ILLiad URL listed above into your browser.
2. Login to your account with your Campus Connect username and password.
3. Fill out the form completely or at the least make sure the required information is entered.
4. Make sure that you enter the 14-digit barcode number on the back of your ID (the number that starts with 20511) and not your 7-digit Student ID number that is on the front of your ID in the box labeled “DePaul Barcode Number”.

How long will it take to receive my item?

Unfortunately, no approximate time can be provided because the delivery time varies depending on how long it takes for the request to be filled and shipped.

I-Share: Items requested via I-Share typically arrive in 4 business days or less.

ILLiad: Items can take days, weeks and worst case scenario more than a month.

What is the status of my I-Share request?

Login to your account and select the “Requested Items” option on the right hand side of the page to check the statuses of your requests.

What is the status of my ILLiad request?

Login to your account and select the "View" option on the left hand side of the page to check the statuses of your requests.

How will I know when my item has arrived?

You will be notified via e-mail when your item has arrived. Please periodically check to make sure that your email address is up-to-date in I-Share and ILLiad so that you can receive your notifications.

Where do I pick up my ILLiad items?

All ILLiad items are picked up from DePaul University's Law Library circulation desk.
NOTE: Please make sure to have your Student ID.

Once the item I requested arrives can someone else pick-up the item?

No, only the person whose name appears on the requested item will be allowed to pick-up the item.

Can I take items I borrowed out of the library?

It depends. Most items you request can be taken out of the library; however, some libraries such as the Library of Congress will stipulate that the items they loan can only be used inside the library.

How long can I keep ILL items?

I-Share: The loan period is 28 days with a maximum of 3 renewals.

ILLiad: The loan period varies because the lending library determines the due date. For ILLiad items the due date can be found on the band or label located on the front of the item. NOTE: ALL ITEMS ARE SUBJECT TO RECALL.

Why is my library account blocked?

Failure to return an item on time (including recalled items) can result in overdue, lost item replacement and processing fees. Until the item is returned and/or fees are paid you will be blocked from using your library accounts, registering for classes, receiving your diploma and requesting your transcript.

What happened to the article that was electronically delivered to my ILLiad account?

Interlibrary loan articles are automatically deleted from the ILLiad system 30 days after they are posted. Please make sure to save the articles you request because after 30 days you will have to submit a new request for any articles the system deletes.

Can I borrow items from libraries located outside the United States?

No, you can only borrow items from libraries that are located in the United States excluding Alaska and Hawaii.

Can I request the title page and table of contents for journal volumes or issues that are available in DePaul University's electronic database?

We do not fill any requests for the title page and table of contents for journals we have in our electronic database in which the format is PDF and pagination is included.

Can I request textbooks?

Yes, anything that is owned by another library can be borrowed if the library is willing to lend it. Please remember the following: ALL ITEMS ARE SUBJECT TO RECALL.